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<p align="center">GENERAL DOCUMENTATION AND EVIDENCE HANDLING REQUIREMENTS – FORENSIC BIOLOGY SECTION PROCEDURE MANUAL, SECTION I</p>	<p>Amendment Designator 1A</p>
	<p>Effective Date: 6-March-2006</p>
<p>1 SECTION POLICIES</p> <p>1.1 In general, screening followed by DNA analysis of items in a case is limited to the number of items which will yield the most probative information.</p> <p>1.1.1 Large evidence submissions will be reviewed by the examiner/supervisor via telephone communication or in-person meetings in order to identify the most probative evidence for the respective case and evidence submission will be limited to those items.</p> <p>1.1.2 Determination of probative evidence will be decided based on a number of factors including the type of case, the evidence collected, the number of victims and perpetrators, etc.</p> <p>1.1.3 In the event that additional evidence submission is necessary, communication between the assigned examiner and the investigator will occur to facilitate this process and the examination of the subsequent submission in a timely manner.</p> <p>1.2 DNA analysis of evidence associated with simple possession of controlled substances (i.e., cocaine, heroin) and misdemeanor offenses, except any sex-related offenses (such as peeping tom cases), will not be analyzed without a written request from the Commonwealth’s Attorney specifying the reason for such testing.</p> <p>1.3 Requests for DNA analysis of “touch” evidence will not be accepted without a written request specifying the reason for such testing from the Commonwealth’s Attorney. A letter request from the Commonwealth’s Attorney will not be required for the analysis of “touch” evidence in major crimes cases where screening by a DNA examiner as described in paragraph 1.1.1 above has occurred.</p> <p>1.3.1 “Touch” evidence is evidence resulting from limited casual contact by an individual with a surface or material. This would include primarily objects touched by an individual’s hand, such as cigarette lighters, keys, door handles, gun grips, triggers, light switches, drawer handles, countertops, gear shift knobs, steering wheels, etc. This does not refer to items of evidence on which blood is observed or other biological fluids would expect to be found. For example, items of clothing, gloves, etc. are not considered “touch” evidence and will be analyzed in an attempt to identify the wearer of these items. Additionally, evidence that has allegedly come in contact with a person’s mouth such as a bottle, can, or cigarette butt is also not deemed “touch” evidence.</p> <p>1.4 It is recommended that all appropriate known samples be available in order to proceed with DNA PCR-based typing. The submission of these samples should</p>	

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<p data-bbox="391 268 1443 373">routinely be requested prior to an examiner taking possession of a case. However, analysis will not be delayed pending receipt of these samples and will proceed without them.</p> <p data-bbox="298 415 1450 594">1.5 In addition to the normal technical review, all homicide cases that require a DNA analysis or any case involving a complex mixture and interpretation will also be reviewed by the section supervisor and/or the Section Chief prior to the release of the Certificate of Analysis. An administrative review will also be performed at this time by a section supervisor and/or the Section Chief.</p> <p data-bbox="1365 636 1455 663">◆END</p>	